

Admission Policy of Scoil Oilibhéir Naofa

School Address: Kilcloon, Co. Meath

Roll number: 176520

School Patron/s: Catholic Bishop of Meath

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was adopted by the school patron on 18th June 2020 and is reviewed annually. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for the Scoil Oilibhéir Naofa admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Scoil Oilibhéir Naofa is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Meath ('the Patron') which serves the parish of Kilcloon. Please see attached map of the Parish of Kilcloon. "Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and

(c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and

(d) the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Oilibhéir Naofa shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

The mission statement of our school is as follows: Success for all, learning and growing together. We believe in the holistic development of each child and our objective is that each child be allowed an opportunity to develop, reach their potential and progress as an independent learner. Scoil Oilibhéir Naofa currently has twelve teachers. This includes the principal, eight mainstream class teachers, three special education teachers and one Special Needs assistant. The ancillary staff include a secretary, a caretaker and cleaning staff.

While recognising the right of parents/guardians (**'Parents'**) to enrol their child in a school of their choice, the BoM reserves the right to determine maximum school and class size, in order to ensure the safety of all pupils and to provide for the educational needs of existing pupils.

This policy sets out the criteria used to determine admission into Junior Infants and admission into other classes. It sets out the priority order, which will apply, where the number of applications for admission exceeds the number of available places. In doing so, the BoM has regard to available resources, directions from the Patron; Circulars from the Department of Education & Skills (**'DES'**); Pupil Teacher Ratio (**'PTR'**), school and class sizes etc.

The following is a list of factors taken into consideration by the BoM in devising its admission policy:

- Overall school capacity: The school has accommodation for nine mainstream classrooms and our BOM will also consider availability of space in classrooms, play areas and overall site size.
- Health and Safety requirements, including school site, space and traffic restrictions.
- Availability of grants and resources: The school depends on grants and resources from the DES and operates in accordance with regulations and circular letters issued from time to time by the DES.
- Educational needs of existing pupils.
- The presence and/or integration of pupils with special educational and/or behavioural needs.

The arrangement of pupils into classes on an annual basis and the numbers in each class setting for teaching and learning purposes, remains the prerogative of the Principal, subject to BoM approval.

3. Admission Statement

Scoil Oilibhéir Naofa will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

4. Categories of Special Educational Needs catered for in the school/special class

Not applicable to Scoil Oilibhéir Naofa.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b)** a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.

6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Admission of Students to Junior Infants

The following conditions must be met for admission into Junior Infants:

- A child must have reached his/her fourth birthday on or before the 1st April preceding the September in respect of which the application for enrolment into Junior Infants is made.
- A fully completed enrolment application form, duly signed and dated, must be returned electronically during the enrolment period and in any case not later than the closing date as specified in the Annual Admission Notice.
- The official application form must be used. This is available for download at www.kilcloonns.org All applications must be sent in electronically, with proof of address (in the form of 2 utility bills) required before 31st January of the relevant year.
- The following documentation is required in order for the application to be considered a “**complete application**”:
Copy of the applicant's birth certificate and proof of address in the form of two utility bills in the name of one of the Parents, which must be dated no later than three months prior to the closing date of 31st January.
- Only complete applications will be considered. The Principal is not obliged to consider late and/or incomplete applications.
- The Principal is not obliged to place applications, which are late and/or incomplete, on a waiting list.
- Submitting inaccurate information on an application form or in accompanying documentation will render the application void *ab initio*. Where a place has been offered this will result in the offer of the place being withdrawn and the place being reallocated. In the case of placement on a waiting list, it will result in removal from the waiting list.

If the application for admission is successful and the place has been accepted as outlined in this policy and the Annual Admission Notice, the pupil shall be enrolled as per his/her name on his/her official birth certificate.

Criteria used to prioritise applicants for Junior Infants

The criteria in priority order 1 – 4 below, are used to determine admission, where the number of applications received outnumbers the number of places available.

1. Siblings of pupils attending the school in the previous school year [It is to be noted that reference to siblings is to be taken as including reference to step siblings.]
2. All applicants currently living within the Roman Catholic parish boundary of Kilcloon
3. Children of current members of staff.
4. All other applicants.

In the event that there are two or more students tied for a place in any of the categories above (i.e. the number of applicants exceeds the number of remaining places), the following arrangements will apply:

1. Applicants' ages will determine the outcome i.e. places will be offered beginning with the oldest eligible applicant in the oversubscribed category and proceeding in descending order of age from oldest to youngest, until all available places have been filled.
2. If this process fails to offer a solution and two or more applicants remain tied for a place, the name/s will be drawn by lots.

7. What will not be considered or taken into account

In accordance with section 62(7)(e) of the Education Admission to Schools Act, 2018, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list:

- (a) A student's prior attendance at a pre-school
- (b) Payment of fees or contributions to the school
- (c) A student's academic ability, skills or aptitude,
- (d) The occupation, financial status, academic ability, skills or aptitude of a student's parents
- (e) A requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission
- (f) A student's connection to the school by virtue of a member of his or her family attending or having previously attended the school
- (g) The date and time on which an application for admission was received by the school, subject to the application being received at any time during the period specified for receiving applications as set out in the Annual Admission Notice.

8. Decisions on applications

All decisions on applications for admission to Scoil Oilibhéir Naofa will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision.

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil Oilibhéir Naofa parents/ guardians must indicate:

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Scoil Oilibhéir Naofa where:

- (i) it is established that information contained in the application is false or misleading.
- (ii) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Oilibhéir Naofa were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Scoil Oilibhéir Naofa is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

15. Procedures for admission of students to other years and during the school year including Junior Infants after 1st October

The following criteria apply when an application for enrolment into any mainstream class (including Junior Infants after the 1st October) during the academic year is under consideration:

- i. That optimum arrangements of existing pupils for teaching and learning purposes are maintained
- ii. That a place exists in the relevant class/es, taking all relevant circumstances into account e.g. needs of the existing pupils, presence of pupils with special educational needs, integration of pupils with special educational needs, presence of pupils with behavioural needs, cap on class sizes as provided for in this policy, space in classrooms, health and safety considerations etc.
- iii. Scoil Oilibhéir Naofa is limited to its current accommodation of nine mainstream classrooms. An application for admission into a mainstream class, will not be accepted where the existing class, in respect of which the application is made, has more than the capped number of pupils as determined in this policy.
- iv. Where a pupil leaves a mainstream class, in which the number of pupils already exceeds the capped number, an application for admission into that class will not be accepted where this would result in the number of pupils remaining in excess of the capped number. No pupils will be accepted into Junior Infants prior to October 1st. An

application for enrolment into Junior Infants after October 1st and for the remainder of the academic year, will be considered only where a vacancy exists, the applicant was already enrolled in another primary school and is/was in attendance at that primary school for not less than 20 school days.

Pupils will be enrolled in age appropriate class/es once the following criteria have been met:

- The official application form, which is available for download from the school's website at www.kilcloonns.org and/or in hard copy on request from the school, must be fully completed, dated and signed by the Parents
- All requested documentation must be furnished i.e. a copy of the applicant's birth certificate
- A separate form must be completed for each child
- The Principal is not obliged to consider incomplete applications
- Failure to submit a birth certificate will mean that the application is incomplete.
- The availability of a place, in a specific class, will be determined in the context of the overall number of pupils which the school can accommodate at the time the application is made and in addition taking into consideration other relevant circumstances e.g. needs of the existing pupils, presence of pupils with special educational needs, integration of pupils with special educational needs, presence of pupils with behavioural needs, cap on class sizes as provided for in this policy, space in classrooms, health and safety considerations etc.
- Submitting inaccurate information on an application form or in accompanying documentation will render the application void *ab initio*. Where a place has been offered, this will result in the offer of the place being withdrawn and it being reallocated. In the case of placement on a waiting list, it will result in removal from the waiting list.
- Written notification of the decision regarding the application will be issued to Parents within 21 calendar days of receipt of the fully completed, signed and dated application form.

Parents of applicants who have been offered a place must inform the school by completing and returning an enrolment acceptance form within 7 calendar days. Failure to do so will result in the place being forfeited and the place being reallocated.

If the application for enrolment is successful and the place has been accepted as outlined above, the pupil shall be enrolled as per his/her name on his/her official birth certificate.

Applicants who are not successful in securing a place for classes, other than Junior Infants up to the 30th September, will be placed on a separate waiting list. Any such waiting list will be prioritised in the following order:

1. Siblings of pupils currently enrolled in the school
2. All applicants currently living within the Roman Catholic parish boundary of Kilcloon.
3. Children of current staff members.
4. All other applicants.

In the event of any of the above categories being oversubscribed, the date and time of receipt of a completed application will determine the order of priority within that particular category.

A place on a waiting list expires at the end of the academic year for which the application was made.

The Principal is not obliged to consider applications which are incomplete and/or not signed and /or not dated and/or do not include the required documentation.

Offers of any subsequent places that become available for and during the school year will be made to those students, in the order of priority in which they have been placed on the waiting list and in the context of the cap on overall numbers and the cap on numbers in the particular class for which application is being made.

16. Declaration in relation to the non-charging of fees

The board of Scoil Oilibhéir Naofa or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

Parents who have requested that the student attend the school without attending religious instruction, should make a written request to meet with the Principal. A meeting will then be arranged to discuss how the request can be accommodated by the school.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)


Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Year 2023/2024	Class	Capped Numbers:
	Junior Infants (2 classes)	36
	Senior Infants	28
	1 st Class	30
	2 nd Class	29
	3 rd Class	29
	4 th Class	28
	5 th Class	30
	6 th Class	28

This policy was reviewed and ratified by the Board of Management on Thursday 28th September 2023 and will be reviewed annually.

Signed: 

Date: 28th September 2023

Fr. Declan Kelly
Chairperson Board of Management

MAP OF KILCLOON PARISH

